

# **Mission Business Manager, GS- 0301-13**

**NCC: 601-03**

**Position Number:** GS05B99

**Introductory Statement:** As a Mission Business Manager in the Flight Programs and Projects Directorate, the incumbent is responsible for providing budget and financial management expertise and developing long-range plans for new or complex programs and projects.

## **Performs Work in One or More Administrative Program Areas 40%**

Provides for the budgeting and financial management for the organization. This includes budget formulation, justification, and execution; financial management; and financial reporting on internal and external Agency programs. Provides advice to management and program personnel on budgetary and finance issues. As top advisor to management, provides budget management for major, complex programs. He/she is responsible for all aspects of estimating budget, accounting, manpower, and travel system operations relating to planning, analysis, formulation, justification, presentation, execution, and review of the development, procurement, and modification of significant national and international missions. Exercises responsibility for budget formulation, presentation, and execution. Maintains awareness of and information about the overall status of financial resources for the office in order to react to changing situations with timely recommendations. Participates with management in defending the budget before senior level management. Interacts and negotiates on adjustments or reprogramming in support of major program changes or requirements. Reviews for financial impact. Provides advice and guidance to mission and line managers on the formulation and interpretation of Research and development, manpower, travel, and other resource estimates and the development and execution of comprehensive mission budgets for the acquisition, development, and operation of major, multi-year space missions.

## **Manages Administrative Requirements for Supplies, Property, and Office Moves 15%**

Manages custom requirements for supplies, property, etc., for a large organization. Serves as the principal advisor to the organization on all custom administrative management matters related to supplies, property, and office moves. Actively participates in developing and implementing related administrative requirement policies. Advises on and recommends courses of action pertaining to custom administrative requirements.

## **Performs Financial Control Activities 15%**

Administers and performs difficult and complex fund control activities impacting substantive mission-oriented programs. Reviews, analyzes, and reports on various accounting functions. Identifies regulatory and accounting changes, resource control functions, and operating level problems to ensure funds are efficiently controlled and financial records accurately reflect the status of the organizations financial condition.

## **Identifies and Executes Reprogramming Actions for Internal Agency Programs 15%**

Identifies and initiates, reviews, and/or recommends approval or disapproval of requests to

reprogram funds between major agency components or operating programs.

**Identifies and Executes Reprogramming Actions for Programs External to the Agency  
5%**

Identifies and initiates, reviews, and/or recommends approval or disapproval of requests to reprogram funds between major agency components or significant organizational segments of an agency, such as a regional office, Center, or major field installation.

**Enters and Adjusts Data for Internal Agency Programs 5%**

Enters and adjusts data for the integrated internal operating program into a wide variety of reports, forms, schedules, and electronic systems, as well as on integrated agency administered programs. Consolidates data for viable overview of the financial status of operations.

**Office and Program Planning Work 5%**

Develops long-range plans for new or complex programs. Works with top management to develop long-range management plans for the efficient and effective operation of the organization. Makes the best use of present resources, planning for future needs and implementation of new resources. Assists with the coordination of all requests for additional resources, working closely with others to pull together comprehensive short-range and long-range plans.

**OTHER SIGNIFICANT FACTS:**

Performs other duties as assigned.

**Factor 1- 8 Knowledge Required by the Position**

(1) Mastery of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems; (2) Comprehensive knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs; (3) Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments; and (4) Skill to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

**Factor 2- 4 Supervisory Controls**

The supervisor and employee develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Within the parameters of the approved project plan, the employee is responsible for planning and organizing the study, estimating costs, coordinating with staff and line management personnel, and conducting all phases of the project. The employee informs the supervisor of potentially controversial findings, issues, or problems with widespread impact. Completed projects, evaluations, reports, or recommendations are reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

**Factor 3- 4 Guidelines**

Guidelines consist of general administrative policies and management and organizational

theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines the employee may refine or develop more specific guidelines such as implementing regulations or methods.

#### **Factor 4- 5 Complexity**

Analyzes interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

#### **Factor 5- 5 Scope and Effect**

Analyzes and evaluates major administrative aspects of substantive, mission-oriented programs. Develops long-range program plans, goals, objectives, and milestones or evaluates the effectiveness of programs conducted throughout an agency, or for a significant organizational segment of an agency, such as a regional office, Center, or major field installation. Identifies and develops ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. Develops new ways to resolve major administrative problems or plans the most significant administrative management aspects of professional or scientific programs. Develops administrative regulations or guidelines for the conduct of program operations or new criteria for measuring program accomplishments. Study reports contain findings and recommendations of major significance to top management of the agency, and often serve as the basis for new administrative systems, legislation, regulations, or programs.

#### **Factor 6- 3 Personal Contacts**

Contacts are with persons outside the agency which may include consultants, contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

#### **Factor 7- 3 Purpose of Contacts**

The purpose of contacts is to influence managers or other officials to accept and implement findings and recommendations on organizational improvement or program effectiveness. May encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems.

#### **Factor 8- 1 Physical Demands**

The work is primarily sedentary, although some slight physical effort may be required.

#### **Factor 9- 1 Work Environment**

Work is typically performed in an adequately lighted and climate controlled office. May require occasional travel.

